

Mandatory Rights Applicants

Instructions to Activate Mandatory Rights:

The purpose of this area of Freenames is to request to activate your mandatory rights.

1. Download and **save CT-HR-1** form as a pdf.
2. In your browser type <https://jobapscloud.com/ct>.
3. Under **Application Template**, select the **Freenames** link.
4. Within the Freenames page, under the **MANDATORY RIGHTS** category, click the radio button for **Mandatory Rights**.
5. Click **Start Application**.
6. Using pages 4 and 5 of the CT HR-1 form, select the box next to the job class(es) and associated pay plans. **Note:** DO NOT use the Search bar to select classes when completing a Freenames Application. Doing so unchecks any classes you have already selected.
7. Scroll to the top of the page and click **Add All Checked Classes to My Freenames Application**.
8. Under **Terms of Use Agreement**, select **I agree with the above terms of use** checkbox located in the grey box.
9. Review and take action on the following:

If	Then	Result
You have registered previously	Click I have Registered Previously then enter your JobAps User Id and Password and click Retrieve Application to select an Application Template or a Submitted Application to copy.	A Freenames Application auto-populates. You will be required to complete all areas with a red* .
You have not registered previously	Click I am a New User and follow the instructions to establish a JobAps Account.	A Freenames Application launches. You will be required to complete all areas with a red* .

10. This will direct you to the **Profile** tab of your Freenames Application. Any information displaying here auto-populated from previous submissions you have made in JobAps.
11. Using your CT-HR-1 form, enter all requested information (boxes with a **red*** are **required fields**).

12. Complete **each tab** of the application and at the bottom of each page, **click Save & Continue**.
13. On the **Other** tab, upload your CT-HR-1 form, then at the bottom of the page, click **Save & Continue**.
14. On the **Review** tab, carefully examine the information you have entered and if it is correct, click **Ready to Send App**.
15. When your application is complete, click the **Submit** tab, certify the statements by clicking the box in the upper left hand corner, then click **Submit to State of Connecticut**.
16. A pop-up confirmation displays instructing you to add the accepted address to avoid any email notifications being blocked or filtered to a spam folder. Click **Ok**.
17. A **Confirmation of Employment Application Submission** page displays with the title(s) of the Freenames Mandatory Rights application(s) submitted.

Note: If you forget to select a job class, finish submission of the application you are working on and start a new application with any missed job classes following these instructions.

What's Next?

By submitting this application and receiving approval by DAS, Statewide Human Resources Management (SHRM), your name will automatically be placed on certified recruitment list(s) matching the job title(s) for which you have rights by selected location(s), shift and type(s) of employment for a period as determined by the type of right(s) from the date you complete a Freenames Mandatory Rights application.

You will receive an email notification from DAS SHRM to let you know whether or not your rights are approved or not approved. If your rights are approved, the email may include an attachment, CT HR-1A form, displaying a list of any other classes you may be qualified to fill.

If your rights are not approved, your name will not be placed on recruitment list(s) and you must apply individually to recruitments in which you are interested and qualified.